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Financial Management

**USE OF AF FORM 428 TO REQUEST AND
APPROVE OVERTIME AND COMPENSATORY
TIME**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 65-2, *Management Control Program*. It establishes local policies and procedures for the request and approval of overtime and compensatory time using AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**. It applies to all employees assigned to the 913th Airlift Wing.

1. References:

- 1.1. DFAS-DER 7010-4, *Civilian Pay Transactions at Base Level, Chapters 3 and 5*.
- 1.2. AFI 36-802, *Pay Setting, Chapter 3*.
- 1.3. HQ AFRC/CC letter, Overtime and Compensatory Time Off Policy, 26 Jun 98.

2. Policy. Overtime and compensatory time must be requested by the appropriate supervisor and authorized by a designated approving official. Since overtime and compensatory time approval constitutes authority for the expenditure of funds, approval must be obtained before the work is performed, except in an emergency when it must be made a matter of record no later than the following workday.

3. Procedure.

3.1. When the need for overtime or compensatory time has been identified, the requesting official prepares an AF Form 428, including a complete justification, and submits it to an individual authorized to approve overtime and compensatory time. The requesting official is normally the employee's supervisor, but in no case will the requester be the individual scheduled to work the overtime. Only the wing commander, or in his absence the senior air reserve technician, may authorize overtime. Only incumbents of the following positions, and in their absence their designated representatives, are authorized to approve compensatory time:

- 3.1.1. 913th Airlift Wing Commander

3.1.2. 913th Operations Group Commander

3.1.3. 913th Logistics Management Officer

3.1.4. 913th Support Group Commander

3.2. After approval, the AF Form 428 is returned to the requesting official, who retains the approved AF Form 428 with other time and attendance records for six years according to AFMAN 37-139, T177-14, R18.

3.3. The supervisor ensures that overtime hours posted on the employee's time and attendance report are supported by, and do not exceed, the hours approved on the AF Form 428. The supervisor's signature on the time and attendance report attests that the approved work was actually performed and serves as the basis for payment.

4. Review. AF Forms 428 will be periodically reviewed as part of the routine Financial Services Office review of time and attendance records. At a minimum, the AF Forms 428 will be reviewed for: completeness of justification; timeliness; comparison to overtime or compensatory time posting on the time and attendance record; proper requesting and approving officials and their signatures.

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